

**MINUTES**

**Vice-Provost (Teaching and Learning)**

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| **Meeting:** | **Academic Integrity Roundtable** | **Date & Time:** | **Thursday, November 7, 2019**  **10:00 – 11:30 a.m.** |
| **Room:** | Richardson Hall Room 118 | | |
| **Chair:** | John Pierce, Vice-Provost (Teaching and Learning) | | |
| **Members:** | * Tracy Brons (FEAS) * Rebecca Carnevale (Education) * Melinda Chelva (AMS Delegate) * Monica Corbett (SGS) * Leslie Flynn (Health Sciences) * Kody Klupt (SCAD Delegate) * Susan Korba (Student Affairs) | * Marianna Kontopoulou (FEAS) * Alana Korczynski (DBMS) * Claire O’Brien (FAS) * Patrick Oosthuizen (SCAP Delegate) * Harry Smith (Smith School of Business) * Nancy Somers (Law) * Anna Taylor (BISC) * Sue Fostaty Young (CTL) | |
| **Observers** | * Jeremy Ambraska (President SGPS) * David Bath (External Advocacy Commissioner) * Lavonne Hood (University Ombudsman) | * Lon Knox (University Secretariat) * Mark Swartz (University Librarian Delegate) | |
| **Administrative**  **Support** | * Peggy Watkin (Office of the Provost & Vice-Principal Academic) | | |
| **Regrets** | * Tracy Brons, Melinda Chelva, Nancy Somers, Anna Taylor and Mark Swartz | | |

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| **Discussion Item** |
| Opening Before the meeting was called to order, the Chair acknowledged Queen’s University’s presence on the traditional lands of the Haudenosaunee and Anishnaabe.  Everyone was welcomed to the first Academic Integrity Roundtable meeting for the 2019-20 academic year. A round of introductions were made. |
| 1. **Agreement on the Agenda**   It was agreed to adopt the Agenda as circulated. |
| 1. **Agreement on the Minutes of March 18, 2019**   It was agreed to adopt the Minutes of March 18, 2019 as circulated. |
| 1. **Business Arising from the Minutes** 2. **Academic Integrity App (onQ course)**   The Chair updated the Roundtable on efforts to create an academic integrity app that could be used university-wide as both an educational tool and as a remediation tool in cases where there is a finding of departure from academic integrity. After several discussions with the University of Waterloo and the App designer, it has been concluded that creating a course in onQ would be a more effective mode of delivery for Queen’s. The original development of the mobile app by Waterloo was made possible by an e-Campus Ontario Research and Innovation grant. Because public monies were used to create the app, the contents can be shared with Queen’s. Before making the onQ course available university-wide, pilot projects will be conducted to gauge the feasibility of the tool. If all goes well, the target date for implementation is the 2020-2021 academic year. |
| 1. **Chair’s Report** 2. **Academic Integrity Annual Report**   The Chair drew attention to the Academic Integrity Subcommittee’s Annual Report for 2018-2019, circulated with the Agenda. Amendments to the *Interim Policy on Booking, Use and Cancellation of Booking University Space* were highlighted. The intent of the amendments was to prohibit events taking place in or on University space that are associated with outside exam preparation and/or tutorial activities. The Chair encouraged members to contact him directly if they hear or suspected that any of these activities are happening on campus. It was noted that one of the challenges is that not all university space is booked centrally such as the Stauffer Library and the new Medical building.  The Chair reported that he had received an email from a student that had seen an advertisement for an exam preparation session that included an academic integrity intervention sticker. He asked why and how attending an outside company’s exam preparation seminar may be an academic offense. It was explained to him that the stickers are meant as a warning that students should exercise caution when engaging with third-party organizations who are offering tutoring or review sessions that might include access to unauthorized materials. Members of the Roundtable were encouraged to take and utilize the intervention sticker available at the meeting.   1. **Smith School of Business Research Project**   The Chair drew attention to the one-page synopsis of a university-wide research project led by Professors Kelley Packalen and Kate Rowbotham in the Smith School of Business. The overall objective of the student survey is to better understand students’ experiences and academic integrity. The Chair noted that the student survey is scheduled to be circulated in March 2020 and the results will be shared with the Roundtable at a future meeting. |
| New Business |
| 1. **Senate Policy Amendment – Unauthorized Use of Intellectual Property**   The Chair reported that at the October 29th Senate meeting an amendment to the *Academic Integrity Procedures – Requirements of Faculties and Schools* policy was approved. Effective immediately, unauthorized use of Intellectual Property is now an official academic integrity offence. The amendment is intended to address the substantial growth in the number of instances of students uploading course materials to note sharing websites and/or providing course materials to commercial study prep. The wording of the amendment is as follows:  **Intellectual Property**  **Use of intellectual property of others for sale or profit or distribution for unfair academic, personal or professional advantage without the authorization of the owner of the material. Example: student uploading course materials to note sharing websites without instructor’s permission; student providing course materials to commercial study prep services that have not been sanctioned by the University.**  The above definition must be included in all Faculty/School based academic integrity regulations under offenses. The Chair confirmed that the offense could not be applied retroactively.  The meeting continued with a discussion about how to inform instructors and students about intellectual property and its relationship to academic integrity. It was stressed by the University Ombudsman that students need to receive “notice” about the change. The amendment could be communicated to students via a number of avenues including:   * update to the faculty/school calendars/regulations/policy for 2020-2021 via faculty boards; * creation of a slide for instructors that could be used at the beginning of the first class and a subsequent class later on in the term; * the proposed educational onQ student module that contains academic integrity information created by the University of Waterloo; * course syllabus; * videos; * incorporating academic integrity education into first-year Orientation; and, * updating the landing page for onQ. |
| 1. **Review of Faculty/Schools procedures and practices alignment with the *Senate Policy on Academic Integrity – Requirements of Faculties and Schools***   The Chair drew attention to the comparative definitions chart for departures from academic integrity circulated with the agenda. It was noted that the number of inconsistencies makes it difficult for students to navigate between each faculty/school’s policies. As the number of students who take courses outside their home faculty grows, the situation becomes even more confusing for the individual. It was suggested that clear, streamlined examples of departures be provided for students.  The Chair noted that with the establishment of the Academic Integrity Subcommittee it may be possible to establish a process where the Subcommittee vets variations and/or amendments to faculty/school’s policies. This would include specific additional clauses that are pertinent to a particular field of study. |
| 1. **Wording of Facilitation Offence (Knowingly)**   The Chair spoke to a recent incident where a student shared an assignment with another student but did not have knowledge that the assignment would be subsequently plagiarized. Under the current Senate policy, the original author of the assignment has committed a departure from academic integrity under the “Facilitation” offence. There are expectations that all members of an academic community are responsible for safeguarding the integrity of their scholarship, teaching and research. For students this means that, to the best of their ability, they are responsible for their work not being used by others. There was general agreement that the word **“knowingly”** was problematic. There were suggestions that the phrase states “intentionally knowingly” or “knew or ought to have known”. Others suggested that more fulsome examples be provided.  The meeting continued with a discussion around the approach Queen’s wants to take when dealing with academic integrity. Should it be punitive or is the university looking for reparation? It was noted that one major issue is the perimeters of group work and the need to be very clear about what is acceptable and what is not acceptable. The Ombudsperson noted that her office is considering making educational videos to address a number of student issues and offered to help move the academic integrity agenda forward. |
| 1. **Academic Integrity Annual Case Summary**   The Chair drew attention to the report on academic integrity reporting and practices across campus that was drafted by Michael Niven. Those who participated in the one-on-one interviews were thanked for their input. A number of improvements to the annual reporting were raised including: creating an online form (possibly in Qualtrics); adding more detailed questions; adding additional questions (e.g. tracking the number of incidents that are investigated but did not result in a finding); and, providing room for comments.  The Chair noted that the report and its recommendations will be reviewed by the Academic Integrity Subcommittee at its December meeting. The goal is to have a revised annual reporting template by the March 2020 Roundtable meeting.  The conversation continued about a number of issues including: how to inform instructors about best practices; utilizing *Turnitin* to check Personal Statements of Experience for plagiarism prior to admitting a student; and, installing blocking technology in exam halls so that cell phones and other electronics can’t be used to give a student unfair advantage. It was suggested that Queen’s be proactive and move the culture towards “how do I approach my degree with integrity”. |
| 1. **Other Business**   There being no Other Business the meeting adjourn at 11:30 a.m. |
| **Next Meeting: Friday, March 3, 2020, 2:30 to 4:00, Room 315 Richardson Hall** |

Queen’s University is situated on the territory of the Haudenosaunee & Anishinaabek